

Curriculum Vitae

Arunkumar R. K.

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CAREER OBJECTIVE

Looking for a challenging career in which I can put my maximum effort and dedicate myself for the growth of the company by utilizing my knowledge and skills in respective field.

Professional Profile

About 3.6 years of experience in entire HR Life Cycle, as a IR Executive role involving activities such as Contract Labour Management, CTC Designing, Recruitments, Payroll management, Administration, Employee Welfare And Employee Relations Employee Engagement with a dynamic ability to work in a wide range of HR environment.

Educational Qualifications:-

- **PG-** MSW(HR)@ Seva Mirta school of Social Work under Rani Channamma university, Belgaum in 2017.
- **UG-** B.COM @ Marata Mandal College of Arts, Comm, Sci, Belgaum in 2015.
- **PUC-** (Comm.)@ Angadi Institute of Management College Belgaum in 2011.
- **SSLC-** @ KLE's G. A. High School, Belgaum in 2009.

Professional Training--- KARAN HR ACADEMY [Advanced Corporate Practical HR Training]

- Completed the corporate practical oriented HR training with hands on experience in HR Generalist areas covering –
- Core HR Areas, Recruitment, Advanced Excel Reports,
- Labour Laws, P.F., E.S.I & P.T, Payroll Processing, CTC Designing

Personal Strength:

Smart worker, sincere, confident of any work, positive-thinking, Leadership quality.

Personal Skills:

- Fast learning, Good Decision making abilities.
- Willingness to Learn, Self Confident.
- Good analyzing & analytical skills.

Personal Details:

Father's Name: Rajshekar

Date of Birth: 25/06/1993

Nationality: Indian

Marital Status: Single

Languages Known: English, Kannada, Hindi, Marati

Computer skill:

Good working knowledge in word, excel, Power point, and advanced excel reports i.e., pivot table, auto filters, v-lookup, mail merge, Functions, Date Functions splits & freeze panes which is used prepare to MIS reports. Familiar with more than 100 Excel Short Cut Keys Working knowledge of Excel Payroll System with Advance Formulas.

Work Experience:

- Worked as **IR Executive under Employee Relation** form Sept. 2019 to as on Till Date @ **Aequs Special Economic Zone.** (2-year 2 month)
- Worked as **HR-Executive** form March 2019 to Aug 2019 @ **Popular Concretes Pvt. Ltd.** (6 month).
- Worked as **HR & Admin** form Nov 2017 to Nov 2018 @ **Shiva Motors** Authorized Piaggio Commercial vehicle Bagalkot. (1 Year).

Job Profile:

- Contract labour management & ensure timely returns and Registers.
- Collecting and analyzing employee data. Using data to create and updating employee Personal folder management.
- Preparations of Monthly Various Reports (MIS Data, Provisions, CW Attendance)
- Involve in the manpower recruitment process and take new employees orientation and Performing employee background checks and verifying information and Resignation, Exit Clearance, Exit Interviews Service letters.
- Make committee and follow up Take care canteen restroom and maintain a register.
- Liaising between employees and management. & Managing employee complaints.
- Grievance Handling like – ESI, PF, Problems on Daily basis, Labour Issues.
- Training all employees and maintain a register.
- Checking the Compliant box/ Suggestion box and taking action against compliant found if any.

TIME OFFICE MANAGEMENT & ADMINISTRATION:-

- Maintaining Employee Attendance using Bio Metric System (smart Office)
- Monitoring and Controlling absenteeism, manpower Budget.
- Preparing Daily Attendance reports, and various MIS Reports.
- Conducting and Co-operating for CSR Activities.

STATUTORY MANAGEMENT:-

- Maintain all applicable register under various applicable acts.
- Registrations under CLRA, BOCW and ISMW.
- Factory License and Layout amendments.
- PT Payments, PT enrollments Monthly and annual returns
- To advise and brief workers on the use of PPE, machine guard, sanitation, fire safety etc
- Handling Internal and External Audits.(RBI, ISO,GSV)
- Processing of monthly contract bills will supporting documents.
- ESI/PF Registration for new employee. & all related works.
- CTC Designing and Providing Basic training about ESIC/EPF/EL/BOUNS.
- Ensuring remittance of Statutory Payments & Challan under ESI, PF Acts.
- Generations of PT/ESI/PF challan, Monthly Returns, PF Claims.
- Taking care of employee Full and Final Settlements.

Admin Managements:-

- Employee Transport and Vehicle Arrangements. Billing Process.
- Canteen: - Food menu, Quality Inspection Schedule, Canteen Committee meeting, Feedback Mechanism, Billing Process.
- Uniforms: - Ordering Process, Issue Schedule. PPE.
- House Keeping and Garden Maintenance: - Maintain Records of Housekeeping and Regular Monitoring.
- Guest / Guest House Management, Stationary Control.

Projects:

A Study On Worker Perception Regarding Welfare Measures in special reference
Belgaum Ferro cast (I) Pvt. Ltd.(Foundry Belagavi).

Reference:

Available on Your request.

Declaration:

I hereby that all the information given above is ture, correct & complete to the
best my knowledge and belief.

Place: Belgaum
Date:

Signature.